



Standard Operating Procedure for Remote Access of PMML Digital Archives

Contents

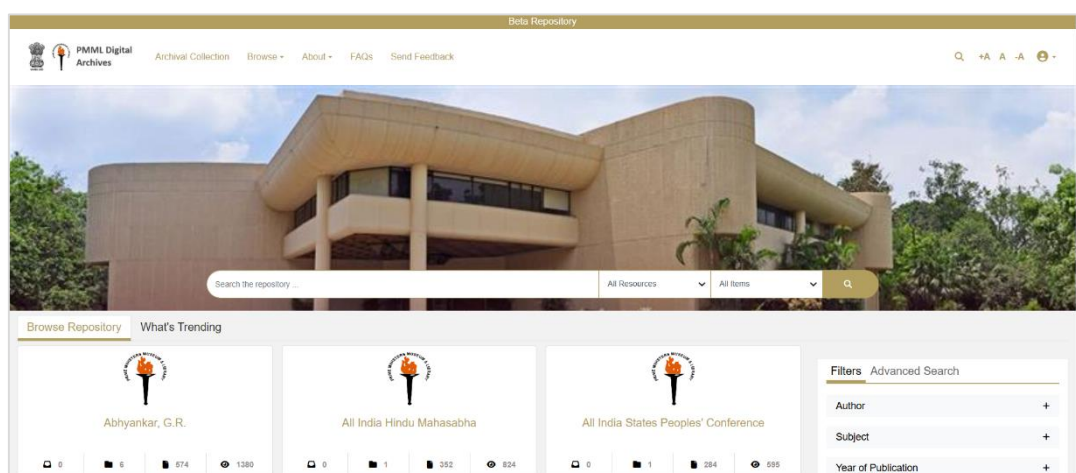
1. Introduction.....	3
2. Purpose and Scope	3
3. Remote Access Workflow.....	3
3.1. Steps for Remote Access	3
4. How to Register on PMML Digital Archives?.....	4
5. How to Login on PMML Digital Archives?.....	7
6. How to reset Password on PMML Digital Archives?	8
7. How to Submit Request on PMML Digital Archives?	9
8. Steps for making payment for viewing selected pages	11
9. Features to explore on PMML Digital Archives	12
10. Conclusion	13

1. Introduction

The PMML Digital Archives of Prime Minister's Museum and Library, serves as a digital repository offering remote access to digitised archive materials including historical records, metadata, newspapers, correspondences, and speeches.

2. Purpose and Scope

This Standard Operating Procedure (SOP) establishes clear and uniform guidelines for accessing the PMML Digital Archives. It outlines the platform features and interaction protocols for remote users. Bonafide Researchers/Scholars can access PMML Digital Archives from this URL: <https://pmmlarchives.in>



3. Remote Access Workflow

The Remote Access Workflow defines the standardized process through which Bonafide researcher/scholar can access PMML digital archives resources remotely. This workflow ensures seamless access to digital collections for Bonafide researchers and scholars.



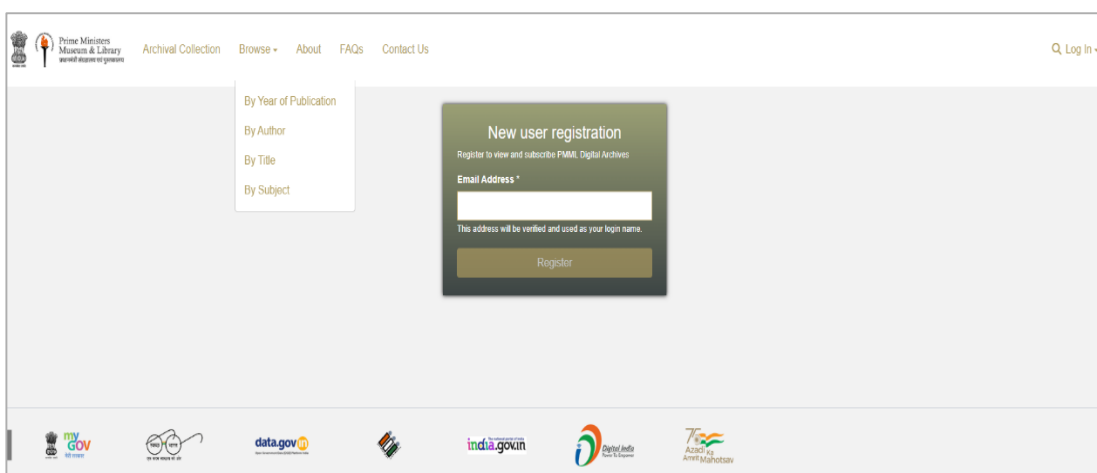
3.1. Steps for Remote Access

- (i) Bonafide Researchers/Scholars shall have an active account in the Digital Archives Portal.
- (ii) Only Bonafide researchers/scholars who have completed all registration requirements and submitted any necessary supporting documents are eligible to use digital archives.
- (iii) Rights to view shall be granted based on area of research and background of researcher.

4. How to Register on PMML Digital Archives?

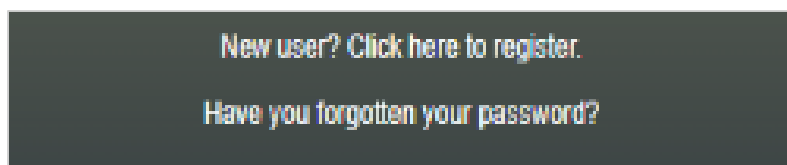
The PMML Digital Archives requires Bonafide Researcher/Scholar to complete the registration process to view its rare collections/resources. The process ensures verification of identity and eligibility, enabling secure use of the platform for users.

- (i) In order to view the archives collection Bonafide Researcher/Scholar shall create account on the PMML Digital archives by completing the registration process.

The screenshot shows the PMML Digital Archives website. At the top, there is a navigation bar with links: 'Archival Collection', 'Browse', 'About', 'FAQs', and 'Contact Us'. A 'Log In' link is also present. Below the navigation bar, there is a sidebar with a search filter menu containing options: 'By Year of Publication', 'By Author', 'By Title', and 'By Subject'. The main content area features a 'New user registration' form. The form has the title 'New user registration' and the subtitle 'Register to view and subscribe PMML Digital Archives'. It contains an 'Email Address *' field and a 'Register' button. Below the button, a note states: 'This address will be verified and used as your login name.' At the bottom of the page, there is a footer with various logos, including 'myGov', 'data.gov', 'india.gov.in', and 'Digital India'.

(ii) Registration Procedure

Step 1: Navigate to the PMML Digital Archives using a web browser. Click on [New user? Click here to register.](#) if user is accessing the site for the first time.



Step 2: Check registered email for a verification link. For email verification, Click on the link provided.

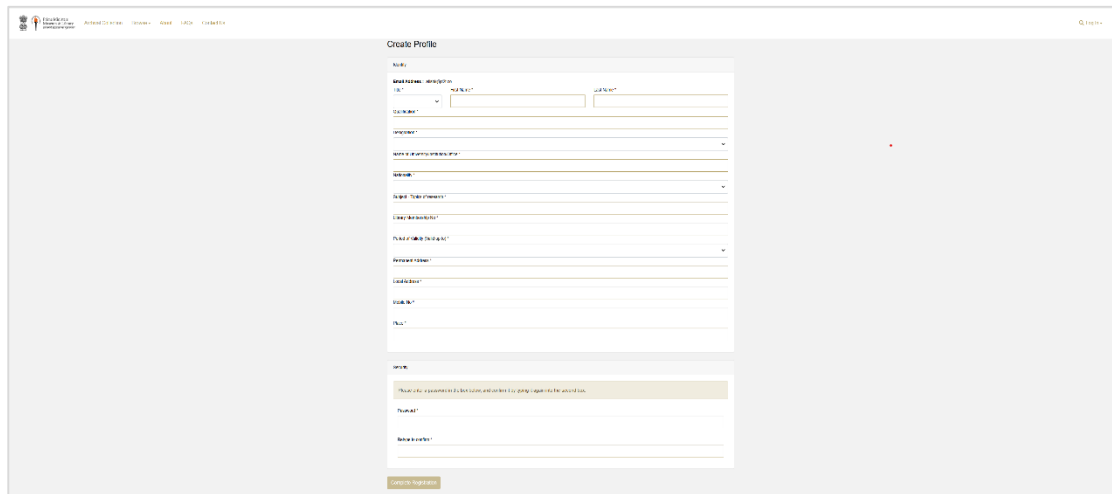
Dear Pmml User,

Thank you for registering with PMML Digital Archives Portal. To complete your account registration, please click the link below:

<https://pmmlarchives.in/register/42bae664a0df2fa6bd4d2d98507acf3d>

This link is for your registration confirmation. If you need any help while registering, please contact us at support@pmmlarchives.in

Step 3: After clicking on the link, user will be redirect to registration form to fill in required information.

The image shows a web browser window displaying the 'Create Profile' registration form. The form is titled 'Create Profile' and is divided into two main sections: 'PERSONAL INFORMATION' and 'CONTACT INFORMATION'. The 'PERSONAL INFORMATION' section includes fields for 'First Name', 'Last Name', 'Email', 'Password', 'Confirm Password', 'Date of Birth', 'Gender', 'Nationality', 'Subject-Topic of Research', 'Library Membership Number', 'Permanent Address', 'Local Address', 'Mobile Number', 'Place', and 'Country'. The 'CONTACT INFORMATION' section includes fields for 'Phone Number' and 'Email Address'. A 'Create Profile' button is located at the bottom right of the form. The background of the page is light gray, and the form itself is white with a thin border.

Bonafide Researcher/Scholar shall complete the registration after entering the following required such as:

- Title
- First Name
- Last Name
- Qualification
- Designation
- Name of University/Institution/Office
- Nationality
- Subject- Topic of Research
- Library Membership Number
- Permanent Address
- Local Address
- Mobile Number
- Place
- Password (and confirm password)

Step 4: To complete the registration process on the Digital Archives, Bonafide Researcher/Scholar are required to submit the following documents based on their nationality:

a) Indian Nationals:

- Letter from your University/Institution (where research is being pursued) certifying the applicants Bonafide as researcher
- ID Card issued by University / Institution
- Topic of Research being pursued at the above University / Institution

- Govt Issued Identity proof such as AADHAAR, PAN, Driving Licence. Electoral ID card

b) Foreign Nationals:

- Copy of Passport/Visa Details
- Letter from your University/Institution (where research is being pursued) certifying the applicants Bonafide as researcher
- ID Card issued by University / Institution
- Topic of Research being pursued at the above University / Institution
- Govt Issued Identity Proof

All mentioned documents must be uploaded during the registration process to ensure verification and approval of the user account. Incomplete submissions may result in delays in account activation.

Step 5: Click the Complete Registration Button to proceed.

Step 6: After clicking complete registration button, a confirmation message will popup on screen indicating registration form submission.

Step 7: Registration Fees: After user profile approval process, A confirmation email will be sent to the registered email ID upon successful registration with payment link.

Your registration for the PMML Digital Archives is approved. Kindly click below link to make the user registration charges

Payment Link: <https://pmmlarchives.in/paymentinitialize?workflowid=aa7ae7b8-fb36-4d0f-b6e0-223c3266d188>

Step 8: After successfully submitting the applicable PMML Digital Archives registration fee, users can access the PMML Digital Archives by logging in with their registered email ID and password.

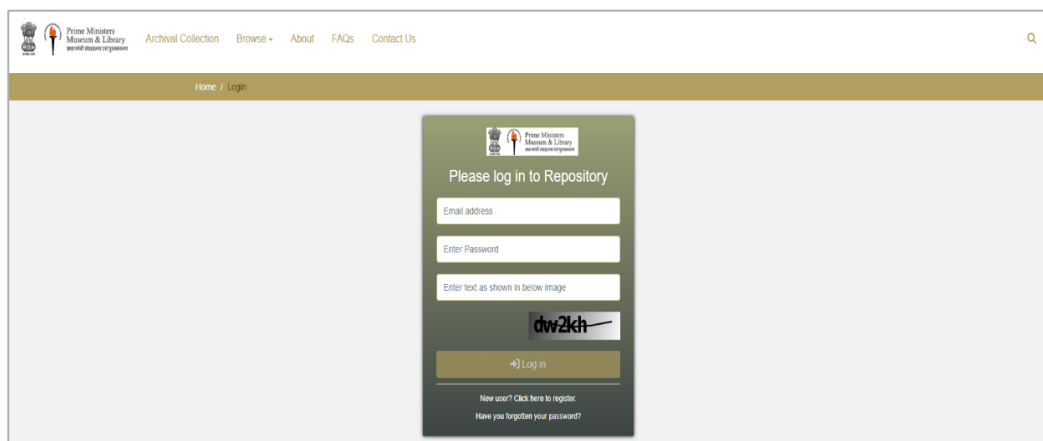
Registration Fees Details:

Registration Fees (Indian Scholars)	Registration Fees (Foreign Scholars)
₹1000/-	\$50

5. How to Login on PMML Digital Archives?

Registered Bonafide Researcher/Scholar with valid credentials can only access the PMML digital archives features, including browsing collections and submitting view requests.

- (i) After registration, Bonafide Researcher/Scholar can log in to the PMML Digital Archives using their credentials.



(ii) Login Procedure

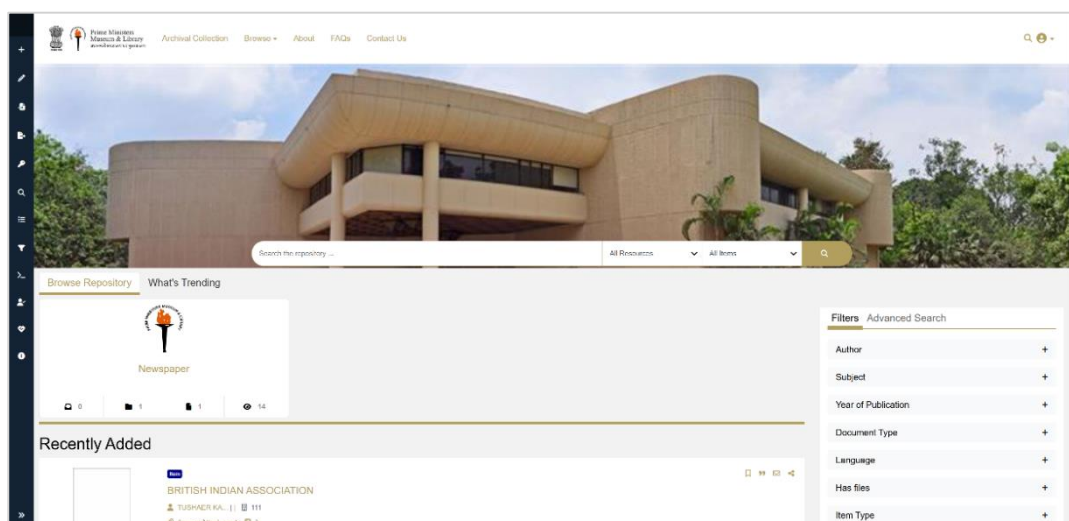
Step 1: Access to the PMML Digital Archives and click on the “Login” button.

Step 2: Enter Registered Credentials

- Enter registered email address.
- Enter password created during registration.

Step 3: To Complete CAPTCHA Verification, enter and verify the CAPTCHA for login process. Press the Login button to proceed.

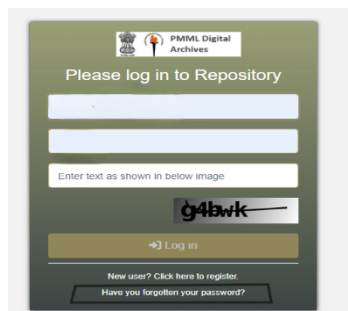
Step 4: Access Dashboard: After successful login, user will be redirected to user dashboard.



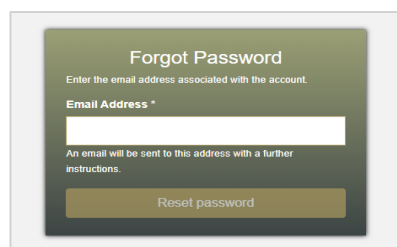
6. How to reset Password on PMML Digital Archives?

Users shall follow the following steps to reset their password on the PMML Digital Archives, if required.

Step 1: Use the “**Forgot Password**” option to reset password, if needed.

The image shows the PMML Digital Archives login page. At the top, there is a logo and the text 'PMML Digital Archives'. Below this, it says 'Please log in to Repository'. There are two input fields for username and password. Below the password field is a CAPTCHA image with the text 'Enter text as shown in below image'. The CAPTCHA image shows the text 'g4bwk'. Below the CAPTCHA is a 'Log in' button. At the bottom, there are links for 'New user? Click here to register.' and 'Have you forgotten your password?'.

Step 2: Enter registered email address to receive a password reset link.

The image shows the 'Forgot Password' form. It has a title 'Forgot Password' and a subtitle 'Enter the email address associated with the account.' Below this is a label 'Email Address *' and an input field. Below the input field is a message 'An email will be sent to this address with a further instructions.' At the bottom is a 'Reset password' button.

Step 3: Click on received link to reset PMML Digital Archives password.

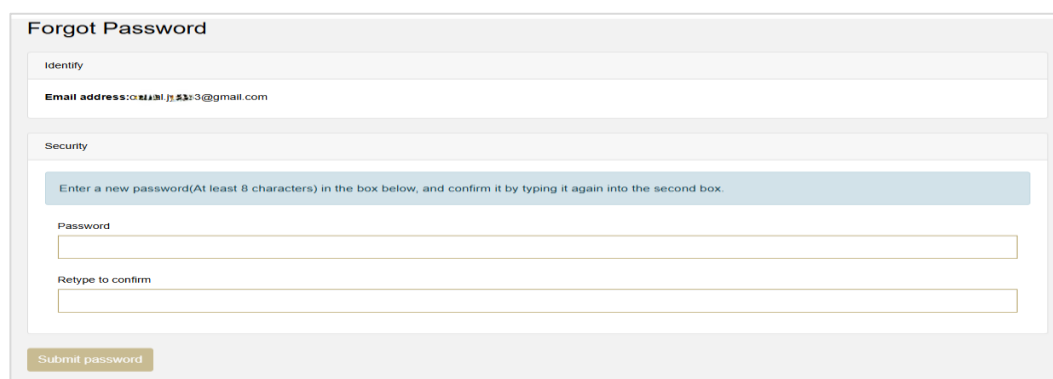
To change the password for your PMML Digital Archives account, please click the link below:

<https://pmmlarchives.in/forgot/ae99ae33aa3a984b69cac36acd324079>

If you need assistance with your account, please email no-reply@pmmlarchives.in

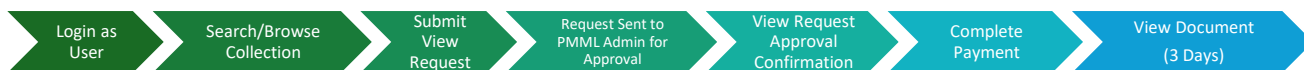
The PMML Digital Archives Team

Step 4: After clicking the link, the user will be redirected to the password reset page. Enter a new password and click **submit password** button to complete the process.

The image shows the password reset page. It has a title 'Forgot Password'. Below this is a section 'Identity' with a label 'Email address:' and a text input field containing 'no-reply@pmmlarchives.in'. Below this is a section 'Security' with a message 'Enter a new password(At least 8 characters) in the box below, and confirm it by typing it again into the second box.' Below this message are two input fields: 'Password' and 'Retype to confirm'. At the bottom is a 'Submit password' button.

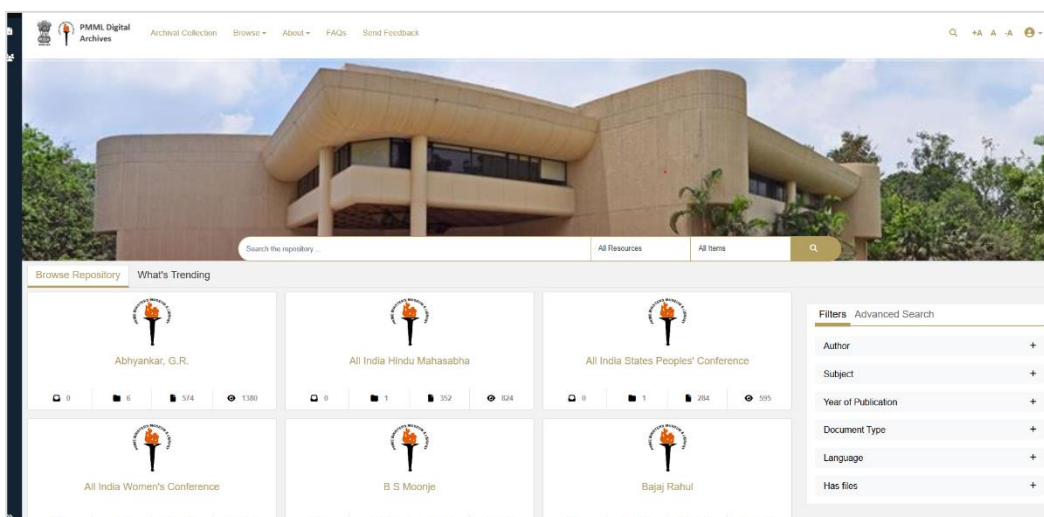
7. How to Submit Request on PMML Digital Archives?

Registered Bonafide Researcher/Scholar shall log in to explore the archives collections and submit view requests.

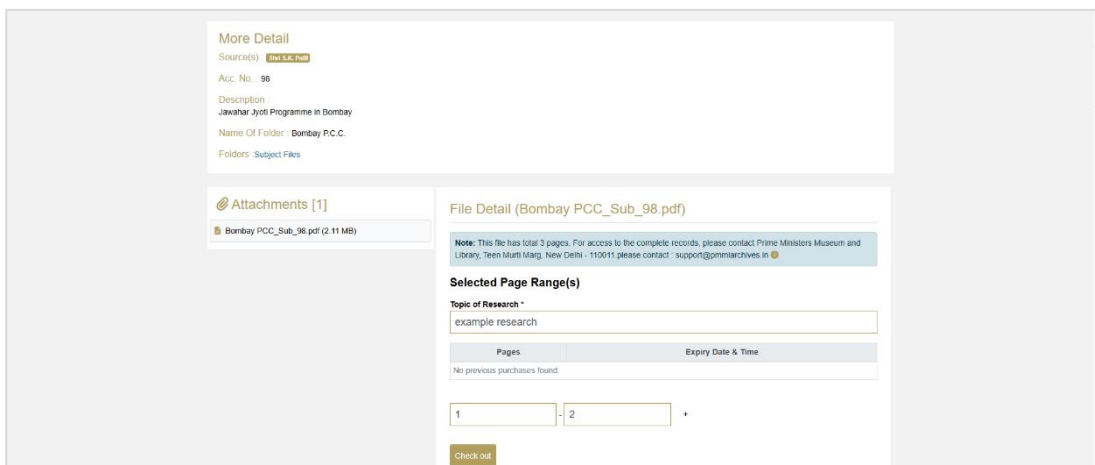


(i) Log in to the PMML Digital Archives.

(ii) Browse or search for the desired **Collection/Record** using metadata, keywords, categories, or filters.



(iii) Enter the **“Topic of Research”** associated with the selected archives collection and select the document pages. After selecting pages, Click **Check Out** Button.



- (iv) After clicking check out button, a new tab will be visible where user needs to upload documents.

- (v) To ensure verification and approval of view requests to PMML's Digital Archives, Bonafide Researcher/Scholar are required to upload specific documents based on their category.

a) Bonafide Scholar/Researcher

- Letter from your University/Institution (where research is being pursued) certifying the applicants Bonafide as researcher
- ID Card issued by University / Institution
- Topic of Research being pursued at the above University / Institution

b) Independent Scholar/Researcher

- Letter to the PMML Director.
- Topic of Research being pursued at the above University / Institution
- Proof of Previous Work

Note: Submission of all required documents is mandatory. Incomplete submissions may delay approval or result in rejection of the view request.

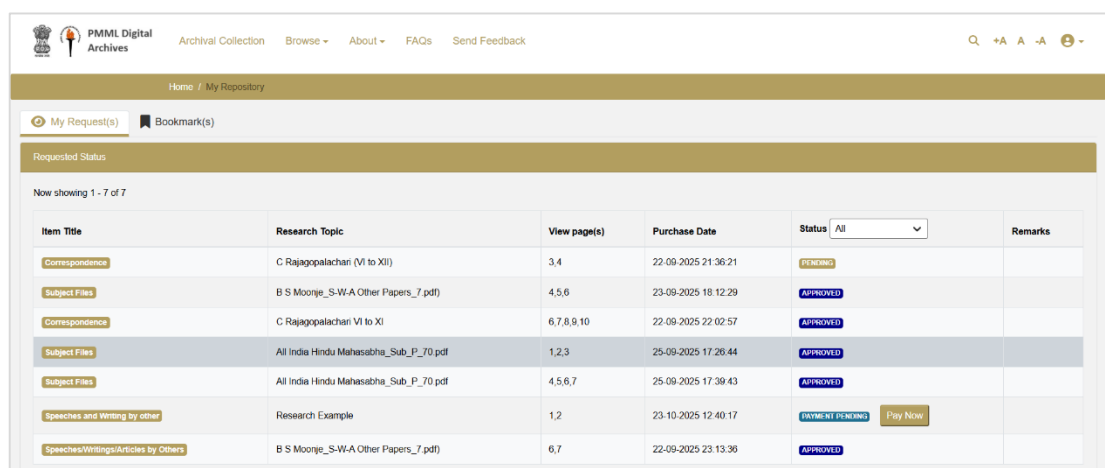
- (vi) After filling required information, Click on **submit request** button. A popup will appear at the top of screen confirming successful submission of request.

- (vii) The request will be routed automatically to the PMML **Archives Admin** for approval.

8. Steps for making payment for viewing selected pages

Bonafide Researcher/Scholar shall complete payment through the secure online gateway to view approved archives pages.

- (i) Once request is approved, user will receive an Approval Notification Email to complete payment process.
- (ii) Log in to user account and navigate to the **“My Repository”** section.
- (iii) Complete payment by clicking **Pay Now** Button.



- (iv) After successful payment, the requested document will become accessible in User Dashboard.
- (v) The document will remain available for **3 days** from the time of activation.
- (vi) After 3 days, viewing access to the document will automatically expire.

Proposed Pricing Structure (Documents / PDF up to 50 pages)

File access	Price (Indian Scholars)	Price (Foreign Scholars)
Up to 25% of 50 pages	₹10 per page	\$1 per page
25% – 50% of 50 pages	₹20 per page	\$2 per page
50% – 100% of 50 pages	₹40 per page	\$4 per page

Proposed Pricing Structure (Documents / PDF more than 50 pages)

Max File access	Price (Indian Scholars)	Price (Foreign Scholars)
Up to 25% of total pages	₹10 per page	\$1 per page

9. Features to explore on PMML Digital Archives

PMML Digital Archives provides Bonafide Researcher/Scholar with tools to easily search, browse, and view digitized records and associated metadata. Features include document viewing, requests, bookmarking, and personalized dashboards, enabling efficient use of archives resources for research purpose.

(i) Browse & Search

Bonafide Researcher/Scholar can explore collections using keywords, filters (e.g., collection name, resource type, item type, author, title, subject, year, language, material type), or advanced search tools.

Filters	Advanced Search
Author	+
Subject	+
Year of Publication	+
Document Type	+
Language	+
Has files	+
Item Type	+

(ii) Metadata Information

Every item is accompanied by key descriptive information, including title, author, publication date, and more.

BRITISH INDIAN ASSOCIATION	
dc:acc.no	BRITISH_A_LETTER_AND_A_PETITION_1855.pdf
dc:category	Newspaper
dc:contributor.author	TUSHAR KANTI GHOSH
dc:date.accessioned	2025-07-10T06:34:03Z
dc:date.available	2025-07-10T06:34:03Z
dc:description.provenance	Made available in DSpace on 2025-07-10T06:34:03Z (GMT). No. of bitstreams: 1 BRITISH_A_LETTER_AND_A_PETITION_1855.pdf:49000094 bytes, checksum: 389ca7d9944e1e03a0c17bd175ae65 (M4D5)
dc:identifier.uri	http://202.21.38.240:4411/handle/123456789/14579
dc:language.iso	en
dc:publication.place	CALCUTTA
dc:publisher	111
dc:title	BRITISH INDIAN ASSOCIATION

(iii) Citation & Usage

Citation tools are available for research use. Bonafide Researcher/Scholar must adhere to copyright and usage guidelines provided.



10. Conclusion

By following the steps outlined in this SOP, Bonafide researchers/scholars can seamlessly register, login, submit view request, and view archives materials in a secure and efficient manner. The process promotes responsible use and preservation of valuable digital collections.

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